



# 2016 HOLIDAY FUN FEST VENDOR APPLICATION



**Saturday, December 3, 2016**

**12 p.m. – 4 p.m.**

**Rock Quarry Park (701 Stadium Drive)**

**Rain Location: Holton Career and Resource Center (401 N. Driver Street)**

**Application Deadline - NOVEMBER 18, 2016 at 5 p.m.**

The 2016 Holiday Season is bringing exciting things to the City of Durham. The 7<sup>th</sup> Annual Holiday Fun Fest will feature outdoor winter activities including snow sledding, Holiday performances, a Community Care Corner, as well as a meet-and-greet with Santa Claus. There will also be a limited amount of space for both non-profit and for-profit vendors, as well as food vendors.

## **FEES AND PAYMENTS**

Cost per rental space:

	<b>City Resident</b>	<b>Non-City Resident</b>
<b>Food:</b>	\$175.00	\$205.00
<i>(Price includes a refundable deposit. CR-\$50/NCR-\$65)</i>		
<b>Education/Non-profit:</b>	\$30.00	\$45.00
<b>Artists/Natural Crafts:</b>	\$50.00	\$65.00
<b>Non-food vendors:</b>	\$100.00	\$115.00

- Payment Options: Cash, Money Order, Check, MasterCard, American Express, or Visa
- Checks or Money Orders should be made payable to "City of Durham."

**NOTE: Rental space must be paid in full at the time of application submission.**

## **VENDOR DEFINITIONS**

**Food:** All items being consumed by participants (whether it is beverages, food, desserts, frozen treats, ice cream, etc.) are considered to be a food vendor.

**Education/Non-Profit Information:** Education/Non-profits who are not selling items; intended only for giving away printed literature/materials describing their community services and/or organization.

**Artist/Natural Crafts:** All items must be hand-crafted, original design made by the exhibitor, authentic antiques (NO REPRODUCTIONS), original visual art, photography, graphics & fabric art, hand-crafted originals in wood, leather or metal, handmade pottery, sculptures and ceramics, hand woven baskets (NO KITS), and hand-made jewelry

**Non-food vendors:** All items being sold that are mass produced, reproduced, etc. Commercial Businesses are considered

## **REFUNDS**

No deposit and rental fees will be refunded for cancellations less than 30 calendar days prior to the proposed date of event. Exceptions include when the cancellation is a result of an act of nature or the event is cancelled by DPR due to unforeseen circumstances. Please allow two to four weeks for processing. All refunds will be mailed to the individual, business, or organization's address shown on the application.

## **INSURANCE REQUIREMENTS**

The City of Durham will purchase special events insurance to cover the City's liability exposure. This insurance will not protect vendors, suppliers, performers, or others participating in the festival. The City of Durham requires all **FOOD** vendors to obtain their own insurance, naming the City of Durham as an additional certificate holder, with combined single limit not less than \$1,000,000 per occurrence. **A copy of this insurance must be included with this application.**

## **PERMITS**

1. All food vendors that will be cooking on site must contact the Fire Department (919-560-4242) to obtain the proper cooking equipment guidelines. It is also the responsibility of each food vendor to comply with the Durham County Health Department guidelines (919-560-7800).
2. All food vendors must submit a copy of their Mobile Food Unit permit with their application.

The City of Durham Parks and Recreation Department does not assume responsibility for loss or damage to works exhibited during the Holiday Fun Fest. If insurance is desired, it must be purchased by the vendor.

## **SET UP/ VENDOR/ DISPLAY**

**Non-food & Food Vendors** may begin set-up in designated spaces at **9 a.m.** on December 5. **Vendor assignments will not be given out until the day of the event. Nor will any vendor assigned rental spaces be changed on the event day.** Vendor set up must be complete by **11 a.m.**

- Food Vendors will only sell at their designated location and only the food they registered to sell. Set-up should be **COMPLETE** by **11 a.m.**
- All food trucks will only be given space for their truck. Any additional equipment (ex: tents, restocking trucks/trailers, grills, etc.) will need to purchase an additional space.
- All peddler pushcarts will be required to remain in their assigned space, the entire event. Roaming will not be allowed.
- All food vendors must be mobile food units. No TFE's (tent vendors) will be accepted. Exceptions may be made to certain specialty food vendors.
- The park will be open at 9 a.m. for vendors to start set-up; NO vendors are allowed to set-up before 9 a.m.
- Sell only the items listed on the application.
- Non-food vendor space is limited to one 10x10 tent. Anything more than this should pay for an additional vendor space in full increments.
- **Durham Parks & Recreation will NOT provide any equipment to vendors (Tents, tables, chairs, etc.)**
- ALL tents, including 10x10's, must be properly secured in preparation for rain, snow, and/or high winds. Vendors will be responsible for any damage from tents not being properly secured.
- All vendors and booth attendants should leave their area clean after breakdown; **NO later than 6 p.m.**

We will only accept a limited number of vendors, so please get your application in as soon as possible.

## **RAIN PROCEDURE**

Vendors should be prepared for rain or snow. In the case of heavy rain or snow, the festival coordinator will consider and determine suspension or cancellation of any part or the entire event. **Vendors SHOULD NOT leave the festival area BEFORE the festival coordinator announces suspension or cancellation of the event. If a vendor should vacate their assigned rental space before an official suspension or cancellation is made by the festival coordinator, NO REFUND OF EVENT FEES WILL BE RETURNED TO THE VENDOR.**

**REMEMBER: HOLIDAY FUN FEST DOES NOT HAVE A RAIN OR SNOW DATE!**



# 2016 HOLIDAY FUN FEST VENDOR APPLICATION

[www.DPRPlayMore.org](http://www.DPRPlayMore.org)



**APPLICATION DEADLINE: November 18, 2016**

**Return Application By Mail to:**

City of Durham  
Parks and Recreation Department  
c/o Holiday Fun Fest 2016  
101 City Hall Plaza  
Durham, NC 27701

**or**

**Return Application in Person:**

City of Durham  
Parks and Recreation Department  
400 Cleveland Street  
Durham, NC 27701

If you have questions about this application or about vendor regulations, contact Amber Walker, Special Events Coordinator, at 919-560-4355 or by email: [Amber.Walker@durhamnc.gov](mailto:Amber.Walker@durhamnc.gov)

***SPACE IS LIMITED!***

**Applications will be accepted during the hours of 9 a.m. until 5 p.m.,  
Monday through Friday until all rental spaces are filled.**

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To ensure variety and quality, event organizers reserve the right  
to limit vendors whose products are significantly similar.

Please provide detailed information to enhance your consideration for selection. Applications received without this  
information will not be considered.

**Payment In Full Must Accompany Application.**

***Please write legibly***

Name \_\_\_\_\_

Business Name/Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

E-Mail Address \_\_\_\_\_

NC Sales Tax I.D. Number \_\_\_\_\_

Tax Employee Identification Number (EID) \_\_\_\_\_

**Category: (check one)**

☐ Food: (circle one) Mobile Food Unit      Peddler Push Cart

☐ Education/Non-profit (301 or 501c3 status)

☐ Artist/Natural Craft (please check which Artist/Natural Craft category on the following page)

☐ Non-food vendor/business

Size of Canopy/Tent: \_\_\_\_\_

**ITEMS AND PRICES:** This section MUST be complete!

**Artist/Natural Craft:**

\_\_\_ Drawing      \_\_\_ Photography      \_\_\_ Sculpture      \_\_\_ Fiber      \_\_\_ Blown Glass  
\_\_\_ Printmaking      \_\_\_ Pottery      \_\_\_ Leather      \_\_\_ Jewelry      \_\_\_ Stained Glass  
\_\_\_ Wood      \_\_\_ Weaving      \_\_\_ Painting      \_\_\_ Metal  
\_\_\_ Other (specify): (please describe) \_\_\_\_\_

**Non-Food/Artist:**

Item \_\_\_\_\_ Price: \$ \_\_\_\_\_  
Item \_\_\_\_\_ Price: \$ \_\_\_\_\_  
Item \_\_\_\_\_ Price: \$ \_\_\_\_\_  
Item \_\_\_\_\_ Price: \$ \_\_\_\_\_  
Item \_\_\_\_\_ Price: \$ \_\_\_\_\_

**Describe Information/Educational Items:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Food Menu items and prices:**

Item \_\_\_\_\_ Price: \$ \_\_\_\_\_  
Item \_\_\_\_\_ Price: \$ \_\_\_\_\_  
Item \_\_\_\_\_ Price: \$ \_\_\_\_\_  
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Item \_\_\_\_\_ Price: \$ \_\_\_\_\_

**Beverages:**

Item \_\_\_\_\_ Price: \$ \_\_\_\_\_  
Item \_\_\_\_\_ Price: \$ \_\_\_\_\_

**Name(s) of Individual(s) that will be operating your rental space: (If more personnel are needed, please give a brief statement as to the reason). Festival staff and volunteers will not be allowed to oversee your booth at any time.**

\_\_\_\_\_

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**I hereby affirm that I have read and do understand all instructions and guidelines in the Holiday Fun Fest Application. I agree to comply with all rules/guidelines and my failure to do so will result in my removal from the Festival activities with no REFUND. Any situation not specifically covered in these guidelines will be resolved at the discretion of the Holiday Fun Fest Event Coordinator.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Holiday Fun Fest Application: revised 12/2015**

**For Office Use Only**

Date Rec'd: \_\_\_\_\_

By Mail \_\_\_\_\_ In Person \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_